



**PHYSICIAN ASSISTANT COMMITTEE
MEDICAL BOARD OF CALIFORNIA**

1424 Howe Avenue, Suite 35, Sacramento, CA 95825-3237
Telephone: (916) 263-2670 (800) 555-8038 FAX: (916) 263-2671
CALIFORNIA RELAY SERVICE BY TDD: 1-800-735-2929
E-mail: pacommittee@medbd.ca.gov
Website: www.physicianassistant.ca.gov



CHECK SHEET/GENERAL INFORMATION To the Application for Physician Assistant Licensure

We want to process your application as soon as possible. You can help! Please use the following information checklist to be sure that your application is complete and accurate before submitting it. All items listed on the front and back that are applicable to you must be submitted in order for your qualifications for licensure to be assessed.



FORMS

- ☐ Form PA1-4 *Application for Physician Assistant Licensure*
- ☐ Form PA 5 *Certification of Completion of Physician Assistant Training Program* must be sent by you to your training program. The training program must complete the form and forward it *directly* to the PAC. Fax copies are **not** acceptable.
- ☐ Form PA6 *Verification of Licensure* must be submitted by you to every state in which you are/have been licensed or otherwise registered to practice as a physician assistant or other health care provider. Please make additional copies of this form as needed. Each licensing agency must then forward the completed form, with their agency seal, directly to the PAC. FAX copies are **not** acceptable.



PHOTOGRAPH

- ☐ One (1) recent 2" x 2" (approximate size) passport size photo of your head and shoulders only



REQUEST FOR RELEASE OF PANCE SCORES FROM THE NCCPA

- ☐ Contact the National Commission on Certification of Physician Assistants (NCCPA, 12000 Findley Road, Suite 200, Duluth, GA 30097 telephone: (678) 417-8100) to authorize release of your Physician Assistant National Certifying Examination (PANCE) scores. Your PANCE scores must be sent by the NCCPA directly to the PAC. FAX copies are not acceptable.



FINGERPRINT PROCEDURES

Before the Physician Assistant Committee issues a license, clearances must be received from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) to document that the applicant has no criminal history. Two methods are available to complete the fingerprint requirement:

1. Live Scan Process.

For applicants residing in or near California we recommend that you use this process. On average, Live Scan results are received within 1 – 2 weeks.

Live Scan Procedures

1. Complete the PAC's "Request for Live Scan Services" form in triplicate.
2. Take the completed form (in triplicate) to a Live Scan location.
3. Pay the processing and rolling fees to the Live Scan site.
4. Submit the **second copy** of the form with your physician assistant license application and a \$25 check or money order payable to the Physician Assistant Committee to cover application processing.

The PAC will be unable to process your application without the second copy of the "Request for Live Scan Services" form.

Visit www.caag.state.ca.us/fingerprints/publications/contact.pdf to locate a Live Scan location. Hours of operation and fees vary, so please contact the Live Scan site directly for information.

2. Fingerprint Cards.

If you reside outside of California or are unable to obtain Live Scan services you may use the manual fingerprint card process. Please contact the PAC to obtain fingerprint cards. Results from the manual card process are usually received within 4 – 6 weeks.

Manual Fingerprint Card Process.

1. Contact the PAC to obtain two fingerprint cards.
2. Complete all areas marked by a red “x” on both cards.
3. Take the completed cards to a local law enforcement office and have your fingerprints rolled.
4. Submit both fingerprint cards with your physician assistant license application and a \$91 check or money order payable to the Physician Assistant Committee to cover application processing. DO NOT FOLD CARDS.

The PAC will be unable to process your application without both completed fingerprint cards.

Your physician assistant license will not be issued until the committee receives fingerprint clearance from both the Department of Justice and the Federal Bureau of Investigation.



FEES

- ☐ Application Processing Fees (nonrefundable)
 - With Live Scan fingerprinting = \$25
 - With Manual Fingerprint cards = \$91
 - Make check or money order payable to the Physician Assistant Committee.

☐ Notary – Application must be notarized.

Interim Approval

The PAC may grant interim approval to practice as a PA in those circumstances where the applicant has completed an approved PA training program and has applied to take the PANCE following graduation.

If you wish to be considered for interim approval, please see Question 10 of the application.

The initial request for interim approval must be signed by you and list the name(s) of your supervisors. Changes of supervisor(s) must be faxed or mailed to the PAC. Changes of supervision must include your signature and date. ***You may not begin practicing with a requested supervisor(s) until you receive written authorization from the PAC.***

The review and approval process may take approximately four (4) weeks provided we receive all required documentation. Please do not contact the PAC regarding the status of your approval for at least 4 weeks after submitting your application.

Reasons for not granting Interim Approval

- ◆ Applicant is a licensed PA in another state
- ◆ Previously took the PANCE
- ◆ Supervisor name(s) not submitted

General Information

APPLICATION PROCESSING TIMES Your application is considered complete once all required forms, documentation, FBI and DOJ criminal record clearance, and appropriate fees have been received and approved. You will be notified of the status of your application, including any file deficiencies, generally within 30 days from the date your application is received. We recognize that some items may be in transit; however, in an effort to ensure that your application can be reviewed in a timely manner, ***we ask for your patience in not calling for the status of your application until after this 30-day period.***

ADDRESS OF RECORD It is your responsibility to provide, in writing, notice of any address or name changes to the Physician Assistant Committee. All correspondence will be sent to your address or record.

APPLICATION DENIAL If your application is denied by the Physician Assistant Committee you will be notified in writing the reason(s) for denial and the appeal process.

ABANDONMENT OF LICENSURE APPLICATION Title 16, Division 13.8, Section 1399.512(d) states, "An applicant shall be deemed to have abandoned his or her licensure application if the application is not completed or if requested documents or information are not provided or if required fees are not paid, within one year from the date of filing or written request by the committee. An application submitted subsequent to an abandoned application shall be treated as a new application."

PRACTICING AS A PA You may **not** begin practicing as a PA in California until:

1. You have been granted either Interim Approval or license by the PAC; and,
2. Have a supervising physician with whom you have established in writing:
 - Transport and back-up procedures for patients; and,
 - A Delegation of Services Agreement that includes guidelines for adequate supervision of the PA. A sample copy of this document is available on the committee's website: www.physicianassistant.ca.gov.

CONTINUING MEDICAL EDUCATION California does not currently require Continuing Medical Education for renewal of a physician assistant license.

PHYSICIAN ASSISTANT LAWS AND REGULATIONS It is the applicant's responsibility to know and to keep current on the laws and regulations pertaining to the practice as a physician assistant as they are subject to change. You may obtain a copy of the physician assistant laws and regulations at the PAC website: www.physicianassistant.ca.gov.

NOTICE OF COLLECTION OF PERSONAL INFORMATION All items in this application are mandatory; none are voluntary. Failure to provide any of the requested information will delay the processing of your application. The information provided will be used to determine your qualifications for licensure per Section 3519 of the California Business and Professions Code, which authorizes the collection of this information. The information on your application may be transferred to other medical licensing authorities, the Federation of State Medical Boards, or other governmental or law enforcement agencies. You have the right to review your application subject to the provisions of the Information Practices Act. The Executive Officer is the custodian of records.



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Please **READ** all instructions prior to completing this application. **ALL** questions on this application must be answered, and all supporting documents must be submitted with this application as per instructions. Please type or print neatly. When space provided is insufficient, attach additional sheets of paper.

08A-PA-07 (Rev. 9/03)

14.	Have you ever withdrawn from, or been suspended, dismissed or expelled from a physician assistant training program or have you ever taken a leave of absence from such a program? If YES, please attach a written explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>																
15.	Have you ever been charged with, or been found to have committed, unprofessional conduct, professional incompetence, gross negligence or repeated negligent acts or malpractice by any licensing board, other agency, or hospital or has any disciplinary action ever been filed or taken regarding any healing arts license which you now hold or have ever held, or is any such actions pending? Include any disciplinary actions by the U.S. Military, U.S. Public Health Service or other U.S. governmental agency. If YES, give details below <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">State</th> <th style="width: 15%;">Date</th> <th style="width: 25%;">Charge</th> <th style="width: 45%;">Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	State	Date	Charge	Disposition													
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16.	Have you ever been denied a license, permission to practice medicine or any other healing art, or denied permission to take an examination in any state, country, or U.S. federal jurisdiction, or is any such action pending? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, give details below.	<input type="checkbox"/>																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">State</th> <th style="width: 25%;">Date of Denial</th> <th style="width: 60%;">Reason for denial</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	State	Date of Denial	Reason for denial														
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17.	Have you ever voluntarily surrendered a license to practice in the healing arts in this or any other state, or voluntarily surrendered your narcotic (controlled substance) permit (state or federal) to any licensing board or any other agency, or is any such action pending? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>																
18.	<p>Do you have any condition which in any way impairs or limits your ability to practice medicine with reasonable skill and safety, including but not limited to, any of the following? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please check the appropriate box(es) below:</p> <p><input type="checkbox"/> A condition which required admission to an inpatient psychiatric facility.</p> <p><input type="checkbox"/> Alcohol or chemical substance dependency or addiction</p> <p><input type="checkbox"/> Emotional, mental or behavioral disorder.</p> <p><input type="checkbox"/> Other (explain): _____</p> <p>For any of the boxes checked above, please submit complete <u>official</u> inpatient and outpatient treatment records, evidence of ongoing rehabilitation treatment, and a personal written explanation</p>	<input type="checkbox"/>																
19.	For any positive response to the following questions, please provide all official arrest (including police reports) and hearing/court documents. You are required to include any conviction that has been set aside and dismissed or expunged, or where a stay of execution has been issued.																	
19a.	Have you ever been convicted of or pled nolo contendere to any violation (including misdemeanor or felony) of any local, state, or federal law of any state, territory, country, or U.S. federal jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>																
19b.	Is any criminal action related to the above pending? <input type="checkbox"/> Yes <input type="checkbox"/> No																	
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PA3																		

TOP OF PHOTO

INSTRUCTIONS: Photographs, must be of head and shoulders only.

Attach a 2@ x 2" (approximate size) photograph in this space.

No Polaroid or scanned photos allowed.

BOTTOM OF PHOTO

STATE OF _____

COUNTY OF _____

The applicant, _____, being first duly sworn upon his/her

oath deposes and says: that I am the person herein named subscribing to this application: that I have read the complete application and know the full content thereof, and declares that all of the information contained herein and evidence or other credentials submitted herewith are true and correct; that I am the lawful holder of the Physician Assistant Licenses as prescribed by this application, that the same was procured in the regular course of instruction and examination, and that it, together with all the credentials submitted, were procured without fraud or misrepresentation or any mistake of which the applicant is aware and that I am the lawful holder thereof. Further, I hereby authorize all hospitals, institutions or organizations, my references, personal physicians, employers (past, present, and future), business and professional associates (past, present, and future), and all government agencies (local, state, federal or foreign) to release to the Physician Assistant Committee or its successors any information, files or records, including medical records, educational records, and records of psychiatric treatment and treatment for drug and/or alcohol abuse or dependency, requested by the Committee in connection with this application; or any further or future investigation by the Committee necessary to determine my medical competence, professional conduct or physical or mental ability to safely engage in the practice of medicine. I further authorize the Physician Assistant Committee or list successors to release to the organizations, individuals or groups listed above any information which is material to this application or any subsequent licensure. **I FURTHER ACKNOWLEDGE THAT FALSIFICATION OR MISREPRESENTATION OF ANY ITEM OR RESPONSE ON THIS APPLICATION IS ADEQUATE TO DENY THE SAME OR TO HOLD A HEARING TO REVOKE THE SAME, IF ISSUED.**

SIGNATURE OF APPLICANT: _____
(PLEASE WRITE FULL NAME, NOT INITIALS)

Signed and sworn to before me this _____ Day of _____

Signature of Notary Public: _____ Address: _____

My commission expires: _____

PA 4

NOTICE OF COLLECTION OF PERSONAL INFORMATION All items in this application are mandatory; none are voluntary. Failure to provide any of the requested information will delay the processing of your application. The information provided will be used to determine your qualifications for licensure per Section 3519 of the California Business and Professions Code, which authorizes the collection of this information. The information on your application may be transferred to other medical licensing authorities, the Federation of State Medical Boards, or other governmental or law enforcement agencies. You have the right to review your application subject to the provisions of the Information Practices Act. The Executive Officer is the custodian of records.



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TO: State Medical Licensing, Registration, or Certification

STATE BOARD NAME _____

ADDRESS _____

RE: Verification of License / Registration as a physician assistant or other health care profession.

I am applying for a license to practice as a physician assistant in the State of California and a verification of my licensure/registration/certification status by your agency is required. I hereby authorize your agency to release information concerning my licensure/registration or certification status. Please return this completed form to the PAC at the address listed above. All questions must be answered.

APPLICANT (PRINT OR TYPE) _____

BIRTHDATE _____

SIGNATURE OF APPLICANT _____

This is to certify that _____ was issued license / registration number _____ on _____ as a _____.

1. Date license, registration or certification issued _____ Date of Expiration _____
2. Have any complaints been filed against the license? _____ YES _____ NO _____ UTA*
3. Is there any pending investigation regarding the license? _____ YES _____ NO _____ UTA
4. Has any disciplinary activity been taken regarding this license? _____ YES _____ NO _____ UTA

*unable to answer

If yes to any of the above, please provide any information and documentation which may be released; including charges and final disposition.

Verified by _____
SIGNATURE

Print Name _____

Title _____

Date _____

Telephone Number _____

SEAL

PA6

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: _____ Type of Application: (check one) ☐ Employment ☐ License, Certification, Permit ☐ Volunteer
Code assigned by DOJ
Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

_____		_____
Agency authorized to receive criminal history information		Mail Code (five-digit code assigned by DOJ)
_____	_____	_____
Street No.	Street or PO Box	Contact Name (Mandatory for all school submissions)
_____	_____	()
City	State	Zip Code
		Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

AKA's: _____ CDL No. _____
Last First

DOB: _____ SEX: ☐ Male ☐ Female Misc. No. **BIL** - _____
Agency Billing Number (if applicable)

HT: _____ WT: _____ Misc. No. _____

EYE Color: _____ HAIR Color: _____ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: _____ Street or PO Box

SOC: _____ City, State and Zip Code

Your Number: _____
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. _____

Level of Service DOJ ☐ FBI ☐

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name

Street No. Street or PO Box Mail Code (five digit code assigned by DOJ)

()

City State Zip Code Agency Telephone No. (Optional)

Live Scan Transaction Completed By: _____ Date _____
Name of Operator

Transmitting Agency ATI No. Amount Collected/Billed

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: _____ Type of Application: (check one) ☐ Employment ☐ License, Certification, Permit ☐ Volunteer
Code assigned by DOJ
Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

_____		_____
Agency authorized to receive criminal history information		Mail Code (five-digit code assigned by DOJ)
_____	_____	_____
Street No.	Street or PO Box	Contact Name (Mandatory for all school submissions)
_____	_____	() _____
City	State	Zip Code
		Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

AKA's: _____ CDL No. _____
Last First

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Agency Billing Number (if applicable)

HT: _____ WT: _____ Misc. No. _____

EYE Color: _____ HAIR Color: _____ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

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		Contact Telephone No.

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